

Date: 28/01/2020

Request for Quotation No. UNFPA/SYR/RFQ/RH/01-2020/08

Dear Sir/Madam,

We hereby solicit your quotation for the supply of **IT Equipment** for MOH in Damascus as per the following details:

#	Item	Specifications	Quantity
1	Desktop Computer	<ul style="list-style-type: none"> Intel Core i7-7700 8GB DDR3L SDRAM memory 1 TB 7200 rpm SATA 3.0 DVD RW Drive 20" Display – LED 2 External Stereo Speakers Keyboard (US International/ Arabic) Mouse Genuine Windows 10 	6
2	UPS for Desktop Computer	<ul style="list-style-type: none"> 650 VA Line interactive Input voltage 165-240 volts with 45-55 HZ Work duration at least 10 minutes at 80% of full loading 	6
3	Multifunction Printer (MFP)	<ul style="list-style-type: none"> Functions: Print, copy, scan, fax, email Print Speed: Up to 28 ppm black; Up to 28 ppm color Interface: USB, LAN Media Sizes:A4,A5, Letter Print Resolution Black (best): 600 x 600 dpi Auto-duplex printing Print from USB 	3
4	Laser Printer (B/W)	<ul style="list-style-type: none"> Print Speed: Up to 55 ppm Status LCD Interface: USB, LAN Max Resolution: 1200 dpi Standard Memory: 512 MB Media Type :envelopes, labels, plain paper, transparencies Media Sizes:A4,A5, Letter PCL 5E, PCL 6, PostScript Support Bypass feeder, and tray 500 sheets Built in duplex unit 	4

The quotation shall be valid at least for 90 days after the closing date.

If you are interested in submitting a quotation for these items, kindly fill in the attached Quotation Form and send by email to the secure address: bidsyria@unfpa.org or via sealed envelopes at the tender box located at our office, **UNFPA Damascus Office, Bldg. No. 10, Fatmeh Idriss Lane Al Ghazzawi St. West Villas, Mezzeh, Damascus, Syria**. The deadline for the submission of the offers is **Tuesday, 04th of February, 2020** at 12.00 PM (Damascus time). Offers received after the deadline, or at another email address than the one indicated in the above (bidsyria@unfpa.org) will be automatically **disqualified**.



Please submit your quotation in USD or SYP currency. Conversion of currency into the UNFPA preferred currency, if the offer is quoted differently from what is required, shall be based only on UN Operational Exchange Rate prevailing at the time of competition deadline.

Your earliest response to this query would be highly appreciated, but not later than **04/02/2020, 12.00PM (Damascus time)**

Note: Current UNFPA supplier policies apply to this solicitation and can be found at: <http://www.unfpa.org/suppliers>.

Name of Contact Person in UNFPA: AOs Zeidan (zeidan@unfpa.org)

Tel. No. +963-6121659/+963-6113764

Bids to be submitted at: bidsyria@unfpa.org

Full acceptance of the UNFPA General Terms and Conditions is mandatory. They can be located on this webpage at: <http://www.unfpa.org/resources/unfpa-general-conditions-contract>. Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.

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Please note that quantities are tentative and can be changed later.

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned goods:

Delivery Terms [INCOTERMS 2010]	DDP
Customs clearance, if needed, shall be done by:	Awarded supplier
Delivery Location	MoH Warehouse - Damascus
Currency of Quotation	<u>USD/SYP</u>
All documentations, including catalogs, instructions and operating manuals, shall be in this language	English
Documents to be submitted	<ul style="list-style-type: none">- Free Sale Certificate: All goods offered under this RFQ shall have a current free sale certificate or equivalent (ex. Customs Declaration) from a regulatory authority of the country of origin, where applicable. - Changes from Specification: Wherever items offered are not in compliance with specifications indicated by UNFPA, or wherever alternatives are offered, it is the Bidders responsibility to provide the Bid fully descriptive specification and documentation of such items. In such instances the item or items must be clearly marked as an alternate and not being in compliance with specification. - Country of Origin: The country of origin for each product shall be clearly stated in the Technical Offer and Packing Information

	<ul style="list-style-type: none"> - Warranty Requirements: Bidder must submit Product Warranty Certificate valid at least for One Year from the date of Purchase Order at the time of delivery. - Storage Conditions: Particular storage conditions (temperature, pressure, humidity, etc.) shall be clearly stated in the Technical Offer. - Special Conditions: Brand name, country of origin, contents and specifications of each item shall be clearly marked on each item. Language of such information shall be English and/or Arabic.
Period of Validity of Quotes starting the Submission Date	90 days
Partial Quotes	Permitted
Partial Delivery	NOT Permitted
Payment Terms	<p>100% upon complete delivery of goods</p> <ul style="list-style-type: none"> • <u>Payments in USD will only be applicable to companies with a registered foreign bank account.</u> • <u>Payments to Syrian companies will only be processed in SYP at the price offered in the quotation.</u>
Evaluation Criteria	<ul style="list-style-type: none"> - Technical responsiveness/Full compliance to requirements and lowest price - Full acceptance of the UNFPA General Terms and Conditions - Lead Time maximum of (30) days upon releasing Purchase Order - Quantities are tentative and can be changed later.
UNFPA will award to:	One or more supplier (UNFPA reserving the rights to split contract award for the sake of mitigating delivery risks.)
Type of Contract to be Signed	Purchase Order
Conditions for Release of Payment	<p>Written Acceptance of Goods of beneficiary based on full compliance with RFQ requirements.</p> <p>Payments in USD will only be applicable to companies with a registered foreign bank account. Payments to Syrian bank accounts will only be processed in SYP at the UN rate applicable to the month of transaction.</p>



Annexes to this RFQ	<ul style="list-style-type: none">- Quotation Form (Annex 1) Annex 1 need to be duly completed and submitted in order to qualify for the procurement process. <ul style="list-style-type: none">- UNFPA General Conditions (Annex 2)
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